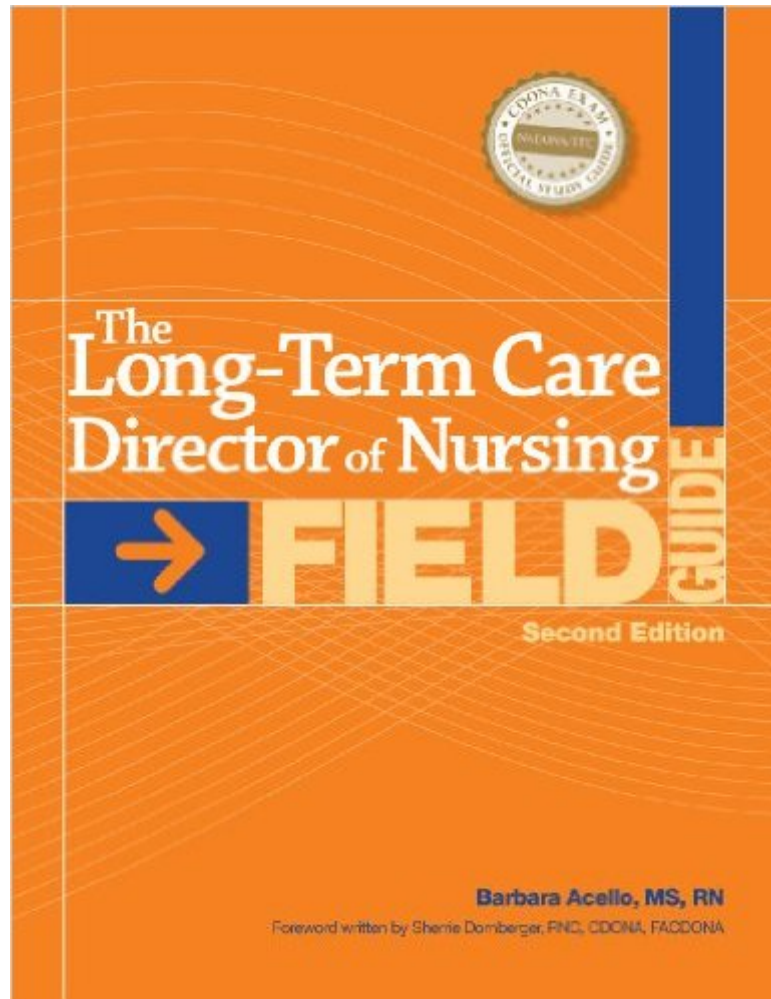


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# The Long-Term Care Director Of Nursing Field Guide, Second Edition



## Synopsis

The official study guide for NADONA certification Make confident and correct decisions with the only Director of Nursing (DON) guide endorsed by the National Association of Directors of Nursing Administration in Long-Term Care (NADONA). Whether your goal is certification, recertification, or on-the-job training, The Long-Term Care Director of Nursing Field Guide, Second Edition, is a must-have resource to improve quality of care, cut costs, and sharpen your leadership and management skills. New and veteran DONs will benefit from this updated edition, which includes guidance on quality indicator surveys (QIS), MDS 3.0, new audit threats, and more. The Long-Term Care Director of Nursing Field Guide, Second Edition will help you: - Prepare your facility for either a traditional survey or a QIS by implementing risk management best practices - Withstand MAC, RAC, ZPIC, CERT, and MIC scrutiny by improving documentation - Create and manage a budget that best fits the needs of your facility - Build and motivate a competent, cohesive staff by employing smart hiring practices, an effective orientation program, and a positive work environment - Prepare for the C-DONA certification exam with the only study guide to have earned NADONA's seal of approval What's New - Clear comparison between the traditional survey process and QIS process - Guidance on creating a budget that works for your facility - Tactics to avoid audit scrutiny - Tips to understanding the appeals process - Overview of the MDS 3.0 with a focus on activities of daily living, pain, and pressure ulcer assessment and care - NADONA's endorsement as the official study guide for the C-DONA exam Take a look at the Table of Contents Section I: Skills for directors of nursing Successful orientation of the newly hired manager Designing an effective process Leadership Qualities of effective leadership Four basic leadership styles Communication Ways to improve communication The art of active listening Finance and budgeting The strategic plan Developing the budget Capital budget operating costs Understanding the fiscal year Section II: Employee relations Interviewing and hiring New employee orientation and training Importance of a good orientation program Time management and delegation Conflict management The disciplinary process and termination Performance evaluations Job performances Employee issues Due diligence Section III: Resident Care MDS 3.0 assessment Basic coding Wound care specific changes, reverse staging, and more Activities of daily living Standards of care Abuse and neglect Restraints Section IV: Risk Management and Quality Control Documentation Electronic medical records The Five-Star Quality Rating System Navigating the rating system The survey process Traditional survey Quality indicator survey Federal surveys State surveys Audits RACs, MACs, CERTs, and ZPICs Audit appeals process

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